



Job Opportunity Bulletin

Student Assistant

1 Position Available

Tenure/Time Base:	Temporary/Intermittent
Work Hours:	Varies between core hours of 8am – 5pm
Office/Location:	California Commission on Teacher Credentialing Office of Human Resources 1900 Capitol Avenue Sacramento, CA 95814-4213
Salary:	Range A: \$8.13 - \$8.70/hour Range B: \$8.70 - \$9.35/hour Range C: \$9.35 - \$10.03/hour Range D: \$10.03 - \$10.83/hour
Final Filing Date:	Continuous
Contact:	Kathryn Polster 916-324-3937

Duties:

Under close supervision of the Staff Services Manager II, the student assistant performs:

- Work on special projects for the Office of Human Resources
- Provide backup general clerical support to the Office of Human Resources, including, but not limited to, front counter customer service; answer the main telephone line and forward to appropriate staff; sort, date stamp and distribute incoming mail; make copies; maintain and order office supplies; ensure equipment and maintenance repairs are handled for the office; file job opportunity bulletins and examination announcements; maintain manuals utilized by personnel staff; and maintain route slips
- Responsible for maintaining office files. Purge materials from files when needed. Develop new filing systems or revise existing filing systems when needed.

Conditions of Employment:

Fingerprint Clearance is required.

Prior to obtaining employment with the California Commission on Teacher Credentialing (Commission), all students must submit official transcripts, proof of enrollment in a minimum of six semester units and maintain a 2.0 GPA or higher.

Desirable Qualifications:

- Ability to effectively work alone or in cooperation with team members
- Ability to follow oral and written instructions with minimum supervision
- Demonstrated sense of responsibility for the job
- Knowledge of Microsoft Office 2003 software systems
- Able to maintain strict confidentiality
- Good attendance, punctuality, and work attitude

Who May Apply:

Individuals who currently attend an accredited college or university and are enrolled in not less than six semester units with a 2.0 GPA or higher and possess the desirable qualifications listed above are eligible to apply. The appointment is subject to the State Restriction of Appointment (SROA).

Important Note:

Interested applicants must submit, by the final filing date, a State Application form (STD 678), and include RPA 07-174 on the front of the application to the above address, Attn.: Kathryn Polster. The applications will be screened on a flow basis, and only the most qualified applicants will be invited for an interview.

The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.